

Dear Mr. Hilland,

In response to your letter dated May 20, 2008 I would like to outline the procedures practiced by Friends of Carolyn McCarthy with respect to our best efforts in obtaining the occupation and name of employer to any contributor who has contributed in excess of \$200 in an election cycle.

1) On every response card that we use for our Direct Mail pieces and every Event Invitation the committee sends out we have the following statement:

FEDERAL LAW REQUIRES US TO USE OUR BEST EFFORTS TO COLLECT AND REPORT THE NAME, ADDRESS, OCCUPATION OF INDIVIDUALS WHOSE CONTRIBUTIONS, IN AGGREGATE, EXCEED \$200 PER ELECTION CYCLE. PLEASE PROVIDE THE RE INFORMATION BELOW

We also have this statement on our Website for internet contributions.

2) If we receive a contribution of more than \$200 and the required information is missing or if a particular contribution brings the contributor over the \$200 threshold, then the committee sends out the follow letter along with a Federal Election Commission Information Sheet and a Business Reply Mail Envelope so that no postage is necessary from the contributor:

Dear "salutation":

On behalf of Congresswoman McCarthy and her campaign I wish to thank you for your contribution towards the congresswoman's re-election.

Federal law requires political committees to report the name, mailing address, occupation and name of employer for each individual whose total contributions exceed \$200 per election cycle. I have enclosed a Federal Election Commission Information Sheet with all the information we have on file for you. Please fill out the missing information or make any changes necessary and return to me in the enclosed envelope or fax it to me at (516) 873-9524 as soon as possible as we have a filing deadline.

We sincerely appreciate your assistance in helping us comply with the Federal Election Commission requirements. If you have any questions, please feel free to call me. Once again thank you for your contribution and your consideration in this matter.

The Federal Election Commission Information Sheet that we enclose follows
FEDERAL ELECTION COMMISSION INFORMATION SHEET

NAME "mailname"

ADDRESS "Address1"
"Address2"
"City", "State" "Zip"

PHONE: (Optional)
